

Montana Office of Public Instruction Scholastic Review Roles, Responsibilities, and Timelines

Recommended Procedures: Prior to the Scholastic Review

3-4 weeks prior:

- ☐ Notify local school superintendent of scheduled review.

2-3 weeks prior:

- ☐ Complete and mail the Superintendent's letter. Include the following in the mailing:
 - List of review team members
 - Information regarding roles and responsibilities of stakeholders
 - Portfolio information
 - Staff assignment sheet
 - Sample weekly schedule
 - Sample schedule
 - Roles, responsibilities, and timeline
 - Team member bio's

2-3 weeks prior:

- ☐ Complete and mail the principal's letter. Include the following in the mailing:
 - Team member bios
 - Request for facility map
 - School portfolio information
 - Sample review schedule
 - Form requesting specific staff information
 - Perception survey information
 - Roles, responsibilities, and timeline

Recommended Procedures: During the Scholastic Review

Site Visit:

- ☐ Provide technical assistance to on-site teams.

Recommended Procedures: Following the Scholastic Review

1-3 weeks after:

- ☐ Edit and prepare the final report.
- ☐ Coordinate all aspects of review process.
- ☐ Conduct second edit on all reports.
- ☐ Conduct third edit for grammar, punctuation, etc.
- ☐ Enter results of report in database critical.

3 -4 weeks after:

- ☐ Deliver final report to school/district. Include survey and Indian Education division data sheet (if available)
- ☐ Send final exit interview summary to team leader/board chair, school administrators
- ☐ Request the OPI data report and survey results be shared with staff.